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5 May 1953

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PERSONNEL DIRECTOR MEMORANDUM NO. 29-53

SUBJECT: Personnel Actions Involving Transfers To and From Unvouchered Funds

1. Effective 11 May 1953, personnel actions involving transfers of Staff Employees to or from unvouchered funds, except as otherwise provided in the following paragraphs, will be processed in the same way that they would be processed if no funds transfers were involved, i.e., as regular reassignment (including promotion and change to lower grade) actions. Transfers to or from [REDACTED] 25X1A

2. The Requesting Office, when initiating personnel actions involving transfers to or from unvouchered funds, will:

a. Prepare the SF-52 in ^{5 copies} quadruplicate in all cases, but otherwise in accordance with existing instructions relative to the particular action involved (Promotion, Reassignment, etc.). In addition, type a notation under Item A, Remarks, exactly as follows: "Transfer TO Unvouchered Funds FROM Vouchered Funds" OR "Transfer TO Vouchered Funds FROM Unvouchered Funds", as appropriate. Personnel actions of this type will be classified "Secret".

b. Distribute the SF-52 as follows:

(1) Forward the Original and two carbons to PDO or PDC, as appropriate.

(2) Retain one carbon copy in the Requesting Office.

3. The Transactions and Records Branches, when processing personnel actions involving transfers to or from unvouchered funds, will:

a. In all cases, immediately upon receipt of the SF-52 from the Requesting Office, forward two copies to the Security Office for concurrence.

b. In those cases in which the action is submitted in contemplation of an employee's departure to an overseas location, initiate and forward to the Medical Office one copy of Form No. 37-115, Request for Medical Examination.

c. In all cases, the SF-50, Notification of Personnel Action, will be used to effect the action. Items 8 through 12 applicable to the UNVOUCHERED position will be omitted on copies to be distributed to the Fiscal and Budget Divisions. In lieu thereof, the words UNVOUCHERED POSITION will

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The effective date of the action will be preceded by the initials "O.O.O." and will be the day on which the employee's transfer to the new payroll (V or UV, as the case may be) becomes effective. The day preceding the effective date of the action will be the employee's last day on the old payroll.

d. Include on the SF-50, under Item 21, Remarks, the notation relative to the transfer of funds appearing under Item A, Remarks, on the SF-52.

e. Classify all copies of the SF-50 "Secret" (except CSC copy).

f. Distribute the SF-50 as follows:

<u>Copy #</u>	<u>Printed Designation</u>	<u>Distribution</u>
1.	Employee Copy (delete designation)	Machine Records Branch
2.	Payroll Copy	Fiscal Div. via Budget Div.
3.	Civil Service Commission's Copy	CSC File
4.	Personnel Folder Copy	Personnel Folder
5.	Chronological Journal File Copy	Chrono File
6.	Undesignated Copy	Budget Division
7.	Undesignated Copy	Finance Division
8.	Undesignated Copy	Destroy

4. Pending revision of the "Instructions for Preparing and Processing Standard Form 52, Request for Personnel Action," Transactions and Records Branches should communicate this information informally to Administrative and Personnel Officers of operating offices. Extra copies of this Memorandum are available for this purpose.

5. The above procedural change has been concurred in by the Medical Office, the Security Office and the Comptroller.

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GEORGE E. HELOON
Personnel Director

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